

PORT  
NELSON  
UNITED  
CHURCH

# JOINT NEEDS ASSESSMENT REPORT

February 2011

## Committee Members

Sheelagh Boin

Gord Gilmore

Hamilton Jukes

Kevin Lowry

Linda McLaughlin

Lorraine McMaster

Suzanne Smith

Jocelyn Young (Chair)

## Halton Presbytery

Rev. Joyce Pearce - West Plains United Church

Cathy Stephenson - Wellington Square United Church

## **PARTIES TO JOINT NEEDS ASSESSMENT**

Name of Pastoral Charge: Port Nelson United Church  
Presbytery/District: Halton Presbytery  
Conference: Hamilton Conference

## **NEEDS ASSESSMENT PROFILE SUMMARIES**

### **1. Community Profile**

The City of Burlington is a dynamic community of approximately 164,000 people with a landscape that features both the Niagara Escarpment and the shorelines of Lake Ontario and Burlington Bay. It is a community that can boast of vast employment opportunities, multiple shopping areas, major restaurants, and entertainment facilities as well as quiet neighbourhoods. The city lies within the boundaries of the Greater Toronto (GTA) and is located at the western end of Lake Ontario.

### **2. Ministry of Pastoral Charge Profile**

Port Nelson United Church (PNUC) is an active and inclusive congregation of 432 supporting households led by a dynamic ministerial team. The church is located in the established Roseland neighbourhood of Burlington. Many members of the congregation live in south Burlington, although a recent demographic survey showed families and individuals residing in other parts of the city. While weekly attendance fluctuates with the seasons of the year, the average Sunday attendance, including children, would be approximately 200.

Port Nelson United Church Mission Statement: to reach out to one another and our world as we grow spiritually in a caring, inclusive, Christian community enriched by meaningful worship.

### **3. Resources Profile**

Attached is our treasurer's annual report for 2009; it shows total income for 2009 as \$597,750. We also have three endowments funds that had a value of \$507,000. at the end of 2009. These funds are used for specific purposes in accordance with the terms and conditions included in the trust agreements.

The building consists of a sanctuary which will accommodate 550 people with a choir loft, Casavant organ, Yamaha grand piano, well resourced library for all ages, kitchens, a lower hall with attached classrooms, and an upper auditorium/gymnasium with a stage.

#### **4. Position Profiles**

The position profile consists of two people:

- Developer of Children's Ministry: part-time 13 hours a week
- Developer of Youth Ministry: part-time 10 hours a week

Each Developer will work in collaboration to plan, grow and maintain programs. The successful candidates will be categorized as Congregational Designated Ministers.

Areas of Responsibility for the **Developer of Children's Ministry** include but are not limited to:

- a) development and growth from within the church and the larger community of the church school, including assessment of curricula, learning models and training of volunteers
- b) include music and arts in the program: demonstrate how music and arts enrich Christian education
- c) motivate and support volunteers; identify gifts in others and encourage people to share their time and talents
- d) develop and lead one summer program for children
- e) develop and lead a variety of other occasional program opportunities for children throughout the year
- f) assist with intergenerational events and worship services

This position will liaise with the Spiritual Growth Ministry and will be accountable to the Minister and to the Ministry and Personnel Committee.

Areas of Responsibility for the **Developer of Youth Ministry** are directed to the youth of the congregation, working collaboratively with youth to identify and develop activities to encourage their spiritual growth and active participation in the life of the congregation.

Program activities are not limited to any particular day of the week and responsibilities may include:

- a) development and growth from within the church and the larger community of the youth program through faith exploration, service, and friendship
- b) include music and arts : demonstrate how music and arts enrich Christian education
- c) motivate and support volunteers; identify gifts in others and encourage people to share their time and talents
- d) explore opportunities for a summer program
- e) assist with intergenerational events and worship services
- f) plan and coordinate youth mission and outreach opportunities

This position will liaise with the Spiritual Growth Ministry and will be accountable to the Minister and to the Ministry and Personnel Committee.

## **5. Skills Profile**

### **Developer of Children's Ministry:**

- a) Is a baptized person
- b) Committed to working with children and adults
- c) Ability to recruit, motivate and train volunteers
- d) Demonstrates leadership skills
- e) Ability to incorporate music and the arts
- f) Must be adaptable to the challenges of the job
- g) Comfortable with new technologies
- h) Ability to work independently and as a member of a team
- i) Is able to exercise basic listening and empathic skills
- j) Possess program planning skills
- k) Possess basic administration skills e.g., budgeting, time management, report-writing
- l) Has communication skills related to team-building and conflict resolution
- m) Familiarity with youth ministry resources of the United Church and from other appropriate sources
- n) History of church volunteering would be an asset

### **Developer of Youth Ministry:**

- a) Is a baptized person
- b) Understanding of youth culture and child/adolescent development, particularly faith development
- c) Committed to working with youth and adults
- d) Ability to recruit, develop and coordinate volunteers
- e) Demonstrates leadership skills
- f) Ability to incorporate music and the arts
- g) Must be adaptable to the challenges of the job
- h) Comfortable with new technologies
- i) Ability to work independently and as a member of a team
- j) Educational and leadership skills in the areas of group facilitation and program planning/implementation/evaluation

- k) Familiarity with youth ministry resources of the United Church and from other appropriate sources
- l) Strong organizational and planning skills
- m) Possess basic administration skills e.g., budgeting, time management, report-writing
- n) Has communication skills related to team-building and conflict resolution
- o) History of church volunteering would be an asset

## **6. Terms Profile**

Salary range and benefits are according to the Policy and Procedures in CDM. One year terms and appointments may be renewed.